

STATE OF CALIFORNIA

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, marital status, disability, religious or political affiliation, age or sexual orientation.



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

INVITES APPLICATIONS FOR ASSISTANT SECRETARY OFFICE OF INFORMATION TECHNOLOGY CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION SACRAMENTO, CALIFORNIA

**MONTHLY SALARY
\$10,955***

FINAL FILING DATE:

May 23, 2007

Under the general direction of the Secretary, California Department of Corrections and Rehabilitation, the Assistant Secretary, Office of Information Technology, is responsible for managing information technology (IT) activities throughout the Department and its interface partners.

Typical duties of the position include the following:

- Direct the development and management of the Department's IT program and resources. This includes promoting consistency and modernization in the Department's IT capabilities. Coordinate the Department's IT functions, including customer support, project management and the development and maintenance of computer applications. Resolve problems where interdepartmental or cross jurisdictional issues have arisen; and provide independent oversight of critical IT projects. Provide an IT infrastructure that supports correctional application architecture and adheres to enterprise standards. Establish and maintain a data warehouse for enterprise-wide correctional databases, e-government, and integrated justice systems.
- Maintain the IT governance structure with key decision makers. Serve as a communication link with constituent departments, control agencies, and interface partners on program policy matters. Advise the Secretary and departmental management staff on significant policies regarding business processes, operational programs, and IT resources.
- Evaluate findings and recommendations of studies about the effectiveness of IT. Attend meetings and negotiations regarding program and IT issues with state legislative and executive branch staff, local government officials, and provider and constituency organizations. Review periodic business process reports, operations program reports, and controlled correspondence.

DESIRABLE QUALIFICATIONS

- Five years work experience in a Senior IT Management position, involving the principles, practices and methodology of IT systems and processes.
- Administrative experience in a managerial capacity with responsibility for the development, execution, and evaluation of major programs, policies, staff development, and team building.
- Knowledge of and experience in interfacing multifaceted IT programs.
- Demonstrated experience communicating effectively, both orally and in writing, with other agencies, including state, federal, and/or local agencies on matters related to IT.
- Ability to analyze complex IT issues or problems and establish solutions to those issues.

ADDITIONAL QUALIFICATIONS

- Experience in policy setting and strategic management.
- Experience in administrative management, personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff and be knowledgeable of appropriate techniques in the areas of establishing partnerships, selection, training, motivating staff, recognition, and progressive discipline; and a manager's role in and effectively contributing to the Department's equal employment opportunity objectives and mission using tact and persuasiveness in achieving results.
- Ability to perform high administrative and major policy influencing functions effectively, including knowledge of the legislative and regulatory processes, and develop positive cooperative relationships with a wide variety of customers and stakeholders.
- Ability to analyze complex problems and recommend effective courses of action, make independent, sound, ethical decisions regarding highly sensitive matters and maintain confidentiality using collaborative, evidence-based processes.
- Demonstrated leadership, flexibility and judgment in managerial and program administration, budget management, and accountability necessary to perform in the capacity of an Assistant Secretary, Office of Information Technology.
- Knowledge of principles, practices, and trends in public administration, organization, and management; techniques of organizing, program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development.
- Knowledge of federal, state and local laws and regulations; experience in Strategic and Tactical Planning; and the ability to develop and lead initiatives that advance the organization towards its mission and successfully manage associated transitions in the workplace with minimal disruptions; and manage operations within budget and use methods to adjust appropriately, understand, manage and communicate financial information.
- College Degree in Computer Science or related discipline.

COMPENSATION AND BENEFITS

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System (PERS)
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 13 holidays plus one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

ADDITIONAL INFORMATION

* The monthly salary of \$10,955 includes a base salary of \$10,618 per month and a differential of \$337 per month. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The \$337 does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

EXCLUDED EMPLOYEE RELOCATION CRITERIA

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration. Qualifying criteria will be provided to all who are selected for interviews in their interview notice.

THE DEPARTMENT

The Department of Corrections and Rehabilitation operates all state youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

REVIEW AND SELECTION PROCESS

An executive screening committee will conduct a review of all applications following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Assistant Secretary, Office of Information Technology serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to this position and salary are subject to Executive Approval.

HOW TO APPLY

Qualified persons must complete and file an appointment application from the Office of the Governor. File the application on-line with the Governor's Office. Qualified persons must also submit a resume of qualifications and experience, and three professional references (names and telephone numbers) to Tracy Heinsen, Executive Recruitment and Appointments, Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-North, Sacramento, California 95814 by **May 23, 2007**. For further information regarding this position, please contact Tracy Heinsen at (916) 322-2350.

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: www.governor.ca.gov or <http://appointments.ca.gov/en/form/index.php>

VISION STATEMENT: *We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:*

- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*

MISSION STATEMENT: *To improve public safety through evidence-based crime prevention and recidivism reduction strategies.*